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ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Director of Personnel

Subject: IMPLEMENTATION OF THE INITIAL GENERAL SERVICE CLASSIFICATION EXERCISE AND THE MAINTENANCE OF THE CLASSIFICATION SYSTEM AT NAIROBI*

INTRODUCTION

1. In September 1991, the International Civil Service Commission (ICSC) approved the Global Classification Standard for Non-Headquarters Duty Stations, based on a seven-level grading structure, and supplemental benchmark classification standards specifically for application in Nairobi. The results of the initial classification of General Service posts in Nairobi were approved by the Director of Personnel on 27 September 1993. The purpose of the present instruction is to set out the procedures for the implementation of the initial classification results at Nairobi, as well as the procedures for the classification of posts after the initial exercise is implemented.

I. CLASSIFICATION SYSTEM

2. Post classification is job-oriented: the classification of each post depends on the nature of the duties and responsibilities assigned to the post and not on the qualifications or experience of the incumbent or candidate for the post.

3. The classification standards for posts in the General Service and related categories at Nairobi consist of a point-factor matrix and benchmark job descriptions, on the basis of which each post is analysed and evaluated, a point-grade conversion table, guidelines for the application of the standards and a glossary of terms. The standards differentiate the seven levels according to the following factors:

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* Personnel Manual index No. 2190.

(a) Difficulty of work;

(b) Work relationships;

(c) Responsibility for the work of others;

(d) Independence of action;

(e) Physical environment;

(f) Knowledge and qualifications required.

4. The duties and responsibilities of each post or group of identical posts are reflected in a job description (form P.270). The accuracy of the job description is certified by the supervisor, who ensures a reasonable alignment of the functions assigned among posts in the office to accomplish its activities and objectives. The term "supervisor" means, in this context, the staff member who signs the performance evaluation report as first reporting officer.

II. IMPLEMENTATION OF THE INITIAL CLASSIFICATION RESULTS

Classification decisions

5. For the initial classification of General Service posts in Nairobi, duly signed job descriptions for each post or group of identical posts were transmitted for classification review to the Compensation and Classification Service, Staff Administration and Training Division, Office of Human Resources Management.

6. The classification analysis was conducted independently by two classification officers and approved by the Chief of the Compensation and Classification Service. The final decision regarding the classification of the posts was taken by the Director of Personnel. The classification results were sent to the offices concerned, which will notify the incumbent(s) of the post(s).

Implementation procedures

7. The results of the classification exercise for Nairobi will be implemented in accordance with the procedures for implementation set out in annex I to the present instruction.

8. The initial classification of a post will not negatively affect the existing contractual status, salary or other entitlements of the staff member concerned.

Review and appeal of classification decisions in the initial classification exercise

9. The classification level of a post may be appealed by the head of the office/division in which the post is located and/or the incumbent of the post at the time of the classification.

10. Appeals against the results of the initial classification must be submitted in accordance with the procedures outlined below. Such appeals shall relate to the application of the classification standards or to the correctness or the completeness of the job description. The grade levels of other posts at the duty station or at other duty stations are not relevant to the review of a particular classification decision and do not constitute grounds for appeal.

11. Cases for appeal must be submitted in writing to the Executive Director of the United Nations Environment Programme (UNEP) and the United Nations Centre for Human Settlements (UNCHS), within 60 days of the receipt of the classification notice. Submissions must include specific information concerning the reasons for the appeal and be accompanied by the job description used to classify the post. Additional information may be provided in relation to the correctness or completeness of the job description, but no revised or new job description for a given job will be deemed receivable in the context of the appeals process.

12. For posts classified at levels GS-1 to GS-6, the Executive Director of UNEP and UNCHS will submit cases of appeal to the Nairobi General Service Classification Appeals and Review Committee, together with an analysis of the case by the Administration. The appellant will be informed accordingly. The terms of reference of the Nairobi General Service Classification Appeals and Review Committee are contained in annex II to the present administrative instruction.

13. Based on the findings and recommendations of the Nairobi General Service Classification Appeals and Review Committee, the Executive Director of UNEP and UNCHS will take the final decisions concerning the classification of posts at the GS-1 to GS-6 levels. The Executive Director of UNEP and UNCHS will inform the appellant of his/her decision, as well as of the findings and recommendations of the Nairobi General Service Classification Appeals and Review Committee.

14. For posts classified at level GS-7 and for posts that have been reviewed by the Nairobi General Service Classification Appeals and Review Committee and considered to be at a level higher than GS-6, the Executive Director will transmit the appeals to the Director of Personnel for his/her decision. The review procedures for these posts are as follows:

(a) The Director of Personnel will transmit these cases to the Compensation and Classification Service, Office of Human Resources Management, for review in the light of the new or additional information;

(b) When the Compensation and Classification Service agrees with classification at the higher level, the Director of Personnel will decide on the case;

(c) In cases where the Compensation and Classification Service, does not concur with the appellant, the case will be submitted for advice to the New York General Service Classification Appeals and Review Committee, together with the classification analysis of the case. The appellant will be informed accordingly;

(d) The New York General Service Classification Appeals and Review Committee will submit its findings and recommendations to the Director of Personnel who will take a final decision and communicate this as well as the findings and recommendations of the Committee to the appellant through the head of the office in which the post is located.

III. CLASSIFICATION OF POSTS AFTER THE INITIAL CLASSIFICATION EXERCISE IS IMPLEMENTED

Classification authority

15. In the context of the maintenance of the classification system following the initial exercise, the Executive Director of UNEP and UNCHS will have the authority for the classification of posts in the General Service category at Nairobi at levels GS-1 to GS-6. Classification decisions for posts at the GS-7 level will remain the responsibility of the Director of Personnel.

Requests for classification

16. Requests for classification or reclassification of posts shall be submitted in the following cases:

(a) Where a post is newly established;

(b) Where a post becomes vacant;

(c) Where the duties of a post have changed substantially as a result of restructuring within an office;

(d) Where the duties of a post have changed substantially as a result of changes in the programme of work of an office (new programmes, tasks, etc.).

17. In requesting classification of a new post or reclassification of an established post, the request should contain the following in order to facilitate an accurate and timely review:

(a) An up-to-date job description for the post in question and information on the job description being replaced, if applicable;

(b) A detailed justification for the revision in grading;

(c) An up-to-date organizational chart showing the placement of the post in question, in the context of all other posts that may be affected by the classification requested;

(d) Specific examples of the activities assigned to the post in question that support the revised functions.

18. If, at the time of the classification request, there has been no substantial change in the duties and responsibilities of the post, the classification level of the post may be confirmed using form P.270/A.

Classification review

19. Requests for classification of posts will be reviewed by the Nairobi Classification Panel, established by the Executive Director of UNEP and UNCHS, as specified in annex III. The administration of the organization in which the post is located will provide the Classification Panel with a classification analysis of the post for its consideration. The Panel will make its recommendations to the Executive Director, who will take decisions regarding the classification of all posts that are found to be at levels GS-1 to GS-6.

20. Cases that are considered by the Panel to be classifiable at the GS-7 level or in the Professional category will be forwarded to the Compensation and Classification Service, Office of Human Resources Management, for review. Classification decisions for these posts will be taken by, or on behalf of, the Director of Personnel and forwarded to UNEP or UNCHS for implementation, as appropriate.

Implementation of classification decisions

21. The effective date for the implementation of the classification decision for each post will normally be the first day of the month following the date of the classification decision.

Review and appeals of classification decisions

22. The head of an office or division in which the post is located or the staff member encumbering the post at the time of the classification may request a review of the classification decision on the grounds that the classification standards were incorrectly applied. Requests for review must be submitted in writing, within 60 days of receipt of the classification notice, to the Executive Director.

23. Requests must include specific information concerning the reasons for the appeal, and relate to the application of the classification standards. Grade levels of other posts at the duty station or at other duty stations are not relevant to the review of a particular classification decision and will not constitute grounds for appeal. The request must be accompanied by the job description on the basis of which the post was classified. No new or revised job description will be receivable in the context of the appeals process, but the appellant may wish to bring to the attention of the Executive Director any information directly relevant to the classification of the post that was not originally submitted.

24. For posts classified at levels GS-1 to GS-6, the review procedures are as follows:

(a) The Executive Director will request the Nairobi Classification Panel to review the request in the light of the new information. The Classification Panel will be provided with a classification analysis of the case by the Personnel Section of the organization concerned;

(b) In cases where the Nairobi Classification Panel agrees with the appellant, the Executive Director will take a final decision based on the Panel's recommendations;

(c) In cases where the Classification Panel does not concur with the appellant, the Executive Director will submit the case to the Nairobi General Service Classification Appeals and Review Committee, together with the classification analysis of the case and the recommendation of the Classification Panel. The appellant will be informed accordingly. The terms of reference of the Nairobi General Service Classification Appeals and Review Committee are contained in annex II;

(d) The Nairobi General Service Classification Appeals and Review Committee will submit its findings and recommendations to the Executive Director. The Executive Director will take a final decision concerning the classification of posts at levels GS-1 to GS-6. The decision of the Executive Director will be communicated to the appellant, together with the findings and recommendations of the Nairobi General Service Classification Appeals and Review Committee.

25. Requests for review with respect to posts that have been classified at level GS-7 and cases that were reviewed by the Nairobi Classification Panel and/or the General Service Classification Appeals and Review Committee and considered to be at a level higher than GS-6 will be transmitted by the Executive Director to the Director of Personnel for his/her decision. The review procedures for these posts are as follows:

(a) The Director of Personnel will transmit these cases to the Compensation and Classification Service, Office of Human Resources Management, for review;

(b) When the Compensation and Classification Service agrees with the classification at the higher level, the Director of Personnel will decide on the case;

(c) In cases where the Compensation and Classification Service does not concur with the appellant, the case will be submitted to the New York General Service Classification Appeals and Review Committee, together with the classification analysis of the case by the Compensation and Classification Service;

(d) The New York General Service Classification Appeals and Review Committee will review all cases referred to it and submit the findings and recommendations to the Director of Personnel, who will take the final decision on the level of these posts. The decision of the Director of Personnel, together with the findings and recommendations of the New York General Service Classification Appeals and Review Committee, will be communicated to the Executive Director, who, in turn, will inform the offices and staff members concerned.

Annex I

IMPLEMENTATION OF THE INITIAL CLASSIFICATION REVIEW OF GENERAL SERVICE POSTS IN NAIROBI

1. These implementation procedures are based on the seven-level structure which was introduced on 1 May 1993 to replace the existing nine-level structure and on the personal grade levels of staff members resulting from the integration into the seven-level scale. The initial classification of a post will not negatively affect the existing contractual status, salary or other entitlements of the staff member concerned.

2. The results of the initial classification in Nairobi will be implemented with effect from 1 May 1993 as follows.

I. LEVEL

3. If the grade level of the classified post is lower than the present level of the incumbent, the incumbent will retain his or her present grade level.

4. If the grade level of the classified post is the same as the present grade level of the incumbent, that level will apply.

5. If the grade level of the classified post is higher than the present grade level of the incumbent, the staff member will normally be placed at the classified level subject to the following criteria:

(a) If the grade level of the classified post is numerically greater by 1 than his or her present grade level, the staff member will be placed at the classified level as of the effective date of the classification, provided that he or she has been performing the functions described in the job description for at least one year and has at least one year seniority in his or her present grade level;

(b) If the grade level of the classified post is numerically greater by 2 than his or her present grade level, the staff member will be placed at the classified level as of the effective date of the classification, provided that as of that date the staff member had been performing the functions described in the job description for at least one year and had at least two years' seniority in his or her present grade level;

(c) If the grade level of the classified post is numerically greater by 3 than the present grade level of the staff member, the staff member will be placed, as of the effective date of the classification review, at the grade level numerically greater by 2 than his or her present grade level, provided that the required criteria under (b) above are met. After one year at the new grade level and subject to satisfactory performance, the staff member may be placed at the classified level.

6. When the incumbent of a post is found to be performing duties belonging to the Professional category, the staff member may be promoted to the Professional category, on an exceptional basis, provided that:

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(a) The office concerned obtains approval for the reclassification of the post from the General Service to the Professional category under the established budgetary procedures;

(b) The staff member has satisfactorily performed the functions described in the job description for at least three years prior to the implementation date of the classification and the office concerned obtains, on these grounds, authorization for the incumbent to be considered for promotion to the Professional category without having to take the competitive examination;

(c) Pending the approval, incumbents of posts classified in the Professional category who fulfil these criteria will be placed at the highest General Service level (GS-7) and receive a personal transitional allowance until the date of implementation. Any time served since the implementation of the overall results of the initial exercise will be taken into account for seniority purposes.

II. STEP

7. If the grade level of the classified post is lower than, or the same as, his or her present grade level, the staff member, in addition to maintaining his or her present grade level, will continue to be eligible, if and when applicable, for step increments at that level.

8. If the grade level of the classified post is numerically higher by 1 than the present grade level of the staff member, the step at the new grade level will be determined by applying a computation similar to the one applicable in accordance with staff rule 103.9 in cases of promotions.

9. If the grade level of the classified post is numerically higher by 2 or more than the present grade level of the staff member, the procedure in paragraph 8 above will be applied in two or more stages to determine the step at each subsequent level up to the classified level.

III. STAFF WITH INSUFFICIENT SENIORITY

10. In those cases where the grade level of the classified post is higher than the present grade level of the staff member but he or she lacks the required seniority either in performing functions or in grade, both of which have to be satisfied, the special procedures outlined in paragraphs 11 and 12 below will apply.

A. Staff who do not have the required seniority in performing functions

11. If an incumbent staff member has the required seniority in grade but does not have the required 12 months' seniority in performing functions described in the job description, the effective date of implementation will be delayed from the effective date of the classification review by the number of months required to reach the 12 months' seniority requirement.

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B. Staff who do not have the required seniority in grade

12. If the incumbent staff member has the required seniority in performing the functions described in the job description but does not have the required seniority in grade, the effective date of implementation will be delayed in the manner described in paragraph 11 above until the requirement of seniority in grade is fulfilled. Thus, if the grade level of the classified post is numerically greater by 2 or more than his or her present grade level, the staff member will be placed, as of the effective date of the classification review, at the grade level greater by one than his or her present grade level, provided that the required criteria under 5 (a) above are met. When the second year's seniority is reached, the staff member may be placed at the level numerically greater by 2 than his or her present grade level.

Annex II

TERMS OF REFERENCE OF THE NAIROBI GENERAL SERVICE CLASSIFICATION APPEALS AND REVIEW COMMITTEE

Composition

1. The Nairobi General Service Classification Appeals and Review Committee is established with effect from the date of the present administrative instruction.

2. The Committee shall be appointed by the Executive Director of UNEP and UNCHS, as follows:

(a) A chairperson appointed by the Executive Director of UNEP and UNCHS after consultation with staff representatives;

(b) Two members nominated by the Administration;

(c) Two members nominated by the Staff;

(d) The Committee shall elect a Vice-Chairperson from within its membership;

(e) The presence of at least two members or their alternates, together with the Chairperson or Vice-Chairperson, will constitute a quorum.

3. The terms of office of the Committee shall initially be for two years.

4. Staff of the Personnel Section are not eligible for appointment to the Committee.

5. A secretary will be assigned to the Committee.

Functions

6. The Committee shall review all cases of appeal referred to it pertaining to the initial classification of General Service posts in Nairobi or to the maintenance of the job classification system thereafter. The Committee shall be guided in its review of appeals by the job classification standards. The Committee shall ensure that all appeals relate to the application of the common classification standards or to the correctness or completeness of the job descriptions.

7. The Committee will forward its findings and recommendations on cases to the Executive Director.

8. The Committee shall establish its own procedures. It shall determine the information it requires to carry out its tasks in addition to the written submission of the party registering the appeal. The Committee may invite a member of the personnel sections of UNEP or UNCHS, or any other staff member, to provide any information it may require.

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Annex III

TERMS OF REFERENCE OF THE NAIROBI CLASSIFICATION PANEL

Composition

1. The Nairobi Classification Panel is established with effect from the date of the present instruction.

2. The Panel shall be appointed by the Executive Director of UNEP and UNCHS, in consultation with the staff, and consist of a chairperson, and four members. The Panel shall elect a vice-chairperson from within its membership.

3. The presence of at least two members, together with the Chairperson or Vice-Chairperson, will be necessary to constitute a quorum.

4. The Executive Director will assign a secretary to the Panel.

Functions

5. The Panel shall review all requests for classification reviews of posts in the General Service and related categories in Nairobi. The Panel shall be guided in its review by the job classification standards.

6. The Panel will forward the results of its review to the Executive Director for all cases at levels GS-1 to GS-6 and will advise the Executive Director of its views concerning those cases it considers classifiable at levels higher than GS-6.

7. The Panel shall establish its own procedures. Classification analyses, and any other information the Panel may need to carry out its tasks, will be provided by the Personnel Section of the organization concerned.